

<b>Updated:</b> March 24, 2020					<b>Policy 7.01 Plan and Progress Report</b>					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"></td> <td style="width: 10%; text-align: center;">Yes</td> <td style="width: 10%; text-align: center;">No</td> </tr> <tr> <td style="text-align: center;">Met with Tribe?</td> <td style="text-align: center;">X</td> <td></td> </tr> <tr> <td style="text-align: center;">Tribe provided input?</td> <td style="text-align: center;">X</td> <td></td> </tr> <tr> <td style="text-align: center;">Tribal approval?</td> <td></td> <td></td> </tr> </table>				Yes	No	Met with Tribe?	X		Tribe provided input?	X		Tribal approval?					
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1. Prepare and disseminate pertinent statistics and other relevant data about the Skokomish Tribe and Tribal member's participation in public assistance programs.		A. The Shelton CSO will provide data to the Skokomish Tribe quarterly and as requested regarding their tribal members receiving assistance under specific program types.		Tribe will be better informed about its members' utilization of CSO services.		To be reviewed annually.  Annmarie Johnson, CEO Skokomish Tribe  Mike Rybak, Shelton CSO Administrator		Number of Skokomish Tribal recipients receiving benefits through Shelton Community Service Office (CSO) and Statewide:  As of December 2019 CSO <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 70%;">SNAP</td> <td style="width: 30%; text-align: center;">96</td> </tr> <tr> <td>Medical</td> <td style="text-align: center;">4</td> </tr> <tr> <td>TANF</td> <td style="text-align: center;">0</td> </tr> <tr> <td>ABD/HEN</td> <td style="text-align: center;">1</td> </tr> </table> As of December 2019 Statewide <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 70%;">SNAP</td> <td style="width: 30%; text-align: center;">143</td> </tr> <tr> <td>Medical</td> <td style="text-align: center;">13</td> </tr> <tr> <td>TANF</td> <td style="text-align: center;">2</td> </tr> <tr> <td>ABD/HEN</td> <td style="text-align: center;">3</td> </tr> </table> *The above numbers may not be complete due to self-declaration and coding errors.				SNAP	96	Medical	4	TANF	0	ABD/HEN	1	SNAP	143	Medical	13	TANF	2	ABD/HEN	3
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2. Work with the Tribes to determine the need to negotiate and/or implement local Tribal-State agreements,		A. The Skokomish Tribe will communicate with CSD staff about the needs of their Tribal population and provide feedback about whether current programs and services meet their needs.		Strengthened collaboration between the Skokomish Tribe and the Shelton		To be reviewed annually. Next meeting to take place in October 2019 and quarterly thereafter.		Outreach services continue to be provided by a Shelton CSO Public Benefits Specialist per the mutually agreed upon contract.																			

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protocols, outstation working agreements, contracts or processes.		<ul style="list-style-type: none"> <li>The Shelton CSO Public Benefits Specialists Supervisor and the Skokomish Tribal Council Chairman will meet quarterly in the upcoming year to evaluate the services being provided by the Shelton CSO Public Benefits Specialist.</li> </ul>		CSO while ensuring that Tribal member's needs are adequately met.		Charles (Guy) Miller Tribal Council Chairman  Mike Rybak Shelton CSO Administrator  Heather Kennedy, Shelton CSO Public Benefits Specialists Supervisor		Email and phone call placed to Mr. Miller 01/08/20.  Met with CEO, Annemarie Johnson reviewed services during this meeting she indicated she would be available for quarterly meetings next is scheduled for April 2020.  Outstation Working Agreement ends 7/31/19. Draft renewal agreement was sent to the Tribe for review and signature. The agreement was executed on 2/26/20.  Heather Kennedy will schedule a meeting with Guy Miller to discuss the services being provided by the Shelton Public Benefits Specialist.																
3. Ensure communication with the Skokomish Tribe for information sharing, joint planning,		A. DSHS will continue to communicate and share available trainings, job postings, resources and changes that occur in our programs with the Tribe.		Tribal representatives are better informed about changes and		To be reviewed annually.  Denese LaClair, Health Department Director Skokomish Tribe		The Shelton CSO hired two individuals in 2019 for a Public Benefits Specialist positions and the job postings were sent to the tribe.																

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consultation, problem solving, and job postings.	<ul style="list-style-type: none"> <li>The tribe will be invited to participate on panels for office hirings.</li> </ul>	opportunities at the CSO.	Mike Rybak, Shelton CSO Administrator															
	B. Schedule and hold a meeting annually to review and update the 7.01 plan.	Improved coordination and communication between DSHS and the tribe.	To be reviewed annually.  Annmarie Johnson, CEO Skokomish Tribe  Denese LaClair, Health Department Director Skokomish Tribe.  Marie Natrall, Regional Manager, OIP (DSHS)	DSHS met with the Skokomish Tribe on September 30, 2019. Participants from the Skokomish Tribe included Karla Miller, Denese LaClair, Shawna Hill . Participants from DSHS included Marie Natrall, Kristine Hammond, Farid Baghirov Heather Kennedy, Ron Thomas and Mike Rybak.														
	C. Invite statewide Customer Service Contact Center (CSCC) to disseminate information at 7.01 meetings.	Enhanced customer service access points for tribal members.	To be reviewed annually.  Ron Thomas, South Sound Administrator to CSCC  Joey Anderson, Southwest Administrator to CSCC	Ron Thomas shared the following updates from the CSCC: <ul style="list-style-type: none"> <li>Contact information for the CSCC.</li> <li>Provided information on call volume trends.</li> <li>Explained benefits of using Washington Connection site and</li> </ul>														

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									creating a Client Benefit Account (CBA). <ul style="list-style-type: none"> <li>The Child Care Program has moved to the Department of Children, Youth and Families (DCYF) effective 7/1/19.</li> <li>CSCC core service hours have been expanded from 2:00 pm to 3:00 pm.</li> </ul> <p>Ron Thomas confirmed with DCYF Child Care Administrator, Rachel Seidel, that they have Tribal Contact information and that the Tribe is requesting the Child Care Program presentation by 12/31/19.</p> <p>DCYF was notified on 10/2/2019 of the Tribe request for childcare overview training.</p>															
		D. DSHS will develop a presentation for the tribe with basic information on the following programs: WorkFirst, TANF, Basic Food and ABD/HEN.			Information sharing about DSHS programs and updates on service changes.		Estimated completion 12/31/19.  Denese LaClair, Health Department Director Skokomish Tribe.		The CSO administrator will work with the tribe to schedule a training by the end of December 2019.															

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	<ul style="list-style-type: none"> <li>The Shelton CSO work will the Tribe to set up a time to complete a DSHS presentation for the Skokomish Tribe and interested parties.</li> </ul>		Karla Miller, Health Department Deputy Director Skokomish Tribe  Mike Rybak, Shelton CSO Administrator	On 11/18/9, the Shelton CSO staff conducted the presentation of CSD program to the Tribe.														
	E. DSHS will provide ongoing Washington Connection support to the Tribe, as well as present information to the Tribe regarding its SSI Facilitation program.  Region 3 Access Consultant provide technical assistance with Washington Connection. The Shelton CSO Administrator will work with the Skokomish Tribe and CSD Region 3 SSIF Supervisor to coordinate an SSIF presentation at the Skokomish Tribe	Improved understanding of online services options and the SSI application process.	SSI Facilitation presentation will be scheduled with the Tribe prior to 12/31/19/  Karla Miller, Health Department Deputy Director Skokomish Tribe  Mike Rybak, Shelton CSO Administrator	Elijah Moon, Region 3 Access Consultant met with with Karla Miller and her staff to discuss technical issues they were having with WACON. These issues have now been resolved.  DSHS will schedule and provide SSIF presentation by 12/31/19. SSIF presentation has been scheduled for 4/10/20.														
	G. Ensure CSO staff are aware of Tribal events and trainings to enhance staff	Increased awareness and	To be reviewed annually.	The Shelton CSO supports staff participation in tribal events and outreach														

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	knowledge of Tribal activities and attend them when possible. <ul style="list-style-type: none"> <li>The Shelton CSO will continue to be committed to supporting staff participation in outreach with the Skokomish Tribe and will continue to share the Sounder and all Skokomish Events with our staff.</li> </ul>	participation in tribal activities by CSO staff.	Mike Rybak, Shelton CSO Administrator  Heather Kennedy, Shelton CSO Public Benefits Specialists Supervisor	with the Skokomish Tribe by sharing the Tribal newsletter (The Sounder). It is printed and shared with staff monthly.														
	H. Shelton CSO staff will attend 7.01 Training. <ul style="list-style-type: none"> <li>DSHS will continue to ensure ongoing education to existing and new staff.</li> </ul>	CSO staff are familiar with tribal authority and have the skills to operate in a manner that honors government to government relations.	To be reviewed annually.  Marie Natrall, Regional Manager, OIP (DSHS)  Mike Rybak, Shelton CSO Administrator	All current CSO staff have participated in tribal relations training. Marie shared that the 7.01 Plan training offered by her office for DSHS staff is 2-3 hours in length and free of charge. It is recommended that DSHS staff working with tribes take this training every 3 years.														

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	I. Invite tribal representatives to attend WorkFirst Local Planning Area (LPA) Meetings and other appropriate forums (e.g. Community Service Group of Mason County).  <ul style="list-style-type: none"> <li>The Shelton CSO will be diligent in inviting the Skokomish Tribe to our LPA Meetings.</li> </ul>	Enhanced community awareness and leveraged resources.	To be reviewed annually.  Karla Miller, Health Department Deputy Director Skokomish Tribe  Mike Rybak, Shelton CSO Administrator	The Expanded Local Planning Area (LPA) meets once a quarter. The Tribe was invited to these meetings and was notified of changes in time/date.													

## Completed or Tabled Items

Goal/Activity/Outcome	Date	Item Description
Quarterly Meetings	1/8/2020 2/7/2020	Email and phone call placed to Mr. Miller on 01/08/2020. The contact attempt was no successful. Met with Annmarie Johson on 02/07/20 she has agreed to be the contact for quarterly meetings moving forward. Next quarterly meeting is scheduled for April 2020.
7.01 Plan & Progress Report	03/04/2020	The Skokomish Tribe informed the Shelton CSO that the Tribe will review the 7.01 draft Plan by the end of March 2020.
Outstation Working Agreement	02/26/20	The Outstation Working Agreement (renewal) between the Skokomish Tribe and the Shelton CSO has been signed by both parties.
Meeting with the new CEO of the Skokomish Tribe	02/07/20	Annmarie Johnson, the new CEO of the Skokomish Tribe met with the Shelton CSO administrator Mike Rybak and PBS supervisor Heather Kennedy.
National American Indian Heritage Celebration	11/20/19	The Shelton CSO hosted the National American Indian Heritage Celebration on Wednesday, November 20th. The youth from the Skokomish Tribe was invited to the event. Shelton CSO tribal liaison Terri Butler shared about the Canoe Journey in 2019 and the colorful book with pictures. The youth from the Skokomish Tribe did a presentation for Shelton CSO staff including singing, drumming and sharing amazing stories. The Shelton CSO staff learned about the great support programs and opportunities for youth provided by the Skokomish Tribe. It was incredible and very inspiring event.
Annual 7.01 Meeting/Joint Planning & Communication	9/30/19 Completed	Representatives from the Skokomish Tribe met with DSHS staff to discuss the 7.01 Plan and Progress Report.
Outstation Working Agreement	Completed Ongoing	There is currently one CSO staff out-stationed at the Skokomish Tribe two days a week. Shelton CSO outstationed public benefits specialist provides servies to the tribal member processing Classic Medical, Basic Food and ABD applications and is available as their single point of contact Monday through Friday.  CSO and the Tribe will meet quarterly to evaluate the services being provided by the Shelton CSO outstation staff.  Shelton CSO and the Skokomish Tribe are in the process of renewing the outstation working agreement.



Goal/Activity/Outcome	Date	Item Description
Washington Connection Support	4/16/19 Completed	DSHS Community Access Consultant Elijah Moon met with with Karla Miller, provided support and resolved technical issues with WACON.
Information sharing, joint planning, consultation, problem solving, and job postings.	Completed Ongoing	Positions postings are shared with the Skokomish Tribe when filling vacancies.  The Shelton CSO supports staff participation in tribal events and outreach with the Skokomish Tribe by sharing the Tribal newsletter (The Sounder). It is printed and shared with staff monthly. CSO staff attended the Resource Fair at Skokomish Tribe in April 2019. CSO outstated worker at the Skokomish Tribe attended the Canoe Journey.
Participation in Skokomish Tribe Events	08/30/2017 Completed	Attended the Grand Opening/Ceremony of the new Skokomish Community Center. Enjoyed the opportunity to observe traditions, prayer, and dedications, as well as meet with Skokomish Tribal Members.
SSI Facilitation	2/4/2016 Completed	The Skokomish Tribe requested a presentation about SSI facilitation and services available:  SSI Facilitator Supervisor Melanie Knudsen-Leahy conducted a presentation on program processes and requirements. The SSI overview is available on tribe's request.
Adult Protective Services Training & Support	11/3/2015 Completed	Skokomish Tribe requested program support for individuals that need to be in adult protective services:  The Shelton CSO Administrator was contacted as a liaison for DSHS. The CSO Administrator coordinated the meeting between ALTSA/HCS and the Skokomish Tribe. The Tribe asked that the CSO be present for support in this meeting. ALTSA/HCS, David Beachamp – subject matter expert on Adult Protective Services was invited. They felt David was well informed and resourceful.

## Contact Information

DSHS Contacts	Tribal Contacts
<p>Marie Natrall, Regional Manager, Office of Indian Policy <a href="mailto:natramf@dshs.wa.gov">natramf@dshs.wa.gov</a> 360-725-4880</p>	<p>Annmarie Johnson Chief Executive Officer <a href="mailto:annmarie@skokomish.org">annmarie@skokomish.org</a> 360-426-4232</p>
<p>Kristine Hammond Deputy Regional Administrator CSD Region 3 Regional Tribal Liaison <a href="mailto:hammokr@dshs.wa.gov">hammokr@dshs.wa.gov</a> 360-587-3149</p>	<p>Charles (Guy) Miller, Council Chair <a href="mailto:gmliller@skokomish.org">gmliller@skokomish.org</a> 360-426-5755 – extension 2118</p>
<p>Mike Rybak, Shelton CSO Administrator <a href="mailto:rybakmv@dshs.wa.gov">rybakmv@dshs.wa.gov</a> 360-432-2023</p>	<p>Denese LaClair, Health Department Director <a href="mailto:dlaclair@skokomish.org">dlaclair@skokomish.org</a> 360-426-5775 x2118</p>
<p>Heather Kennedy, Shelton CSO Public Benefits Specialists Supervisor <a href="mailto:kennehr@dshs.wa.gov">kennehr@dshs.wa.gov</a> 360-968-9078</p>	<p>Karla Miller, Health Department Deputy Director <a href="mailto:karlam@skokomish.org">karlam@skokomish.org</a> 360-426-5755</p>
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<p>Rachel Seidel, Southwest Administrator CSCC <a href="mailto:Seidert0@dshs.wa.gov">Seidert0@dshs.wa.gov</a> 360-397-9625</p>	